

CS-ILP-2 CONTRACTOR INVOICE

PURPOSE:

The CS-ILP-2 is the invoice used by providers who are contracted through the Independent Living Continuum of Service contract to deliver direct services and support activities for the Chafee Independent Living Program.

NUMBER OF COPIES AND DISTRIBUTION:

The CS-ILP-2 is a document that will be available online. A supply of the forms will also be provided to the contractor at the beginning of the work arrangement. The contractor submits the CS-ILP-2 with the CS-ILP-2 Attachment and all necessary supportive documentation to the ILP Specialist within ten (10) days after the end of the month in which the services were provided. The ILP Specialist reviews the entire payment documentation and if all documentation is complete, accurate and factual, then signs their name to begin the payment process. The payment should then be directed to the approval designee and should then be processed for data entry. A copy of the payment should be kept at the county office in the contractor's file. After data entry, one to two copies of the payment along with the SAM II payment documents should be mailed to Contract Management Unit at Central Office.

COMPLETION OF THE INVOICE:

The contracted provider should complete the vendor name, address, tax id, signature and dates of services provided on the CS-ILP-2. It is also the contracted provider's responsibility to assign an invoice number to their invoice. The invoice number assigned must contain the contractor's three initials followed by the month and year that the invoice is submitted in and concluding with a three-digit sequential number. An example, TLP0305001.

To be valid the invoice must have the approval signature of the ILP Specialist and a supervisory approval signature prior to processing.

The invoice details the seven categories of contracted services plus reimbursement categories. For each of these categories the contractor must state how many units of

services were rendered and multiply the number of units by the unit rate. The contractor must denote the total payment per category as well as state the grand total of the entire invoice.

The Independent Living Continuum of Services Contractor Services Summary (CS-ILP-2 Attachment) must be completed along with the Chafee ILP Cover Invoice.

The services summary is divided into three (3) sections: services provided, training attended, and reimbursements.

1. SERVICES PROVIDED- The contractor lists the type of contracted service they are providing, the date and time of service, the hours worked and a description of the service provided.

Sign-in or attendance sheets should be attached to identify the names of ILP youth who received the services. This should be attached along with the agenda or topic of the meeting. Check the box if the attachment is necessary.

2. TRAINING ATTENDED- The contractor lists the date, title/description of the approved training and the number of hours of actual training contact time.

Sign-in or attendance sheets should be attached to identify participants in the training along with the agenda or topic of the training. Check the box if the attachment is necessary.

3. REIMBURSEMENTS- The contractor documents any expenses incurred in this section. The contractor should list the cost, date and purpose for incurring this expense.

Sign-in or attendance sheets should be attached to identify ILP youth receiving the service. This should be attached along with the agenda or topic of the meeting. Check the box if the attachment is necessary.

The CS-ILP-2 Attachment is also signed and dated by the contractor and the ILP Specialist for validation.

MEMORANDA HISTORY: CD05-26